



2024 NHEDA Conference -- April 14-17th, 2024

Summit Hotel at Attitash, Bartlett, NH

VENDOR/EXHIBITOR CONTRACT AND EXPOSTION RULES/REGULATIONS

If you have any questions or need additional information, contact: Doug Hackett at
Doug.hackett@hanovernh.org -- (603)603-640-3333

Booths are assigned on a **first come, first serve** basis. Space is limited.

Booths include ONE registration for booth staff member, 8' x 8' space with one table, chair, trash can and 110v power drop. Booth will not be piped or draped.

Booth Rental:	\$600.00
Additional Booth Staff:	\$200.00 per person

A registration is required for EACH attendee/exhibitor.
Booth space assignments will be made after payment is received.

Please complete this form and return to: E. Douglas Hackett doug.hackett@hanovernh.org

Company: _____ Contact Name: _____

Signature: _____ Date: _____

AGREEMENT: By submitting the following contract for booth space, the exhibitor agrees to abide by the rules and regulations, and all amendments thereto and the decisions of the Conference Committee. Applicant agrees that if they fail to meet the specified timetable for deposits or payment of desired booth space, their unreserved space may be canceled or moved as the Conference Committee deems necessary.

These Exhibition Rules are part of the contract between the exhibiting firm and NHEDA. The Conference Committee shall have the sole authority to interpret and enforce these rules. All matters not covered by these regulations are subject to the decision of the Conference Committee. All decisions so made shall be as binding in all parties. The exhibiting firm or its representative who fails to observe these conditions or contract may be excluded from the exposition without refund. Each exhibiting firm agrees to comply with all Federal, State and Local laws and ordinances applicable to the spaced leased, and also such rules and regulations as deemed necessary by the Conference Committee and/or the exposition facility.

1. Schedule (SUBJECT TO ADJUSTMENT)

Sunday, April 14, 2024

9am-4pm Exhibitor area set-up (optional)

4pm-6pm Welcome reception

Monday, April 15, 2024 NHEDA Vendor Exposition!

6am-830am Exhibitor area set-up

8:30am Exhibitor area inspection-all exhibits must be in place.

9am – 330pm Exhibits open

Exclusive exhibit time: Minimum of 3 hours.

3pm Vendor drawings

330pm Vendor Tear Down

*** No exhibits may be removed or modified prior to 3:30 pm without the express consent of the Conference Committee***

2. Booths Specifics

Booth space at this facility is limited. Requests for special requirements will receive due attention but may not be guaranteed.

- Booth space is 8' x 8' unless otherwise specified. Exhibitor displays and materials must be contained within each assigned booth space unless otherwise approved by the Exhibitor Chair. –
- Rental fee includes one table, 1 chair and 110v electrical drop. There will be no NHEDA-supplied backdrop, drapes, or side rails. No deductions will be given for unused items.
- Wireless Internet is provided on the property—contact hotel for any special requirements.
- One vendor registration is included with each booth space rental. Additional registrations must be purchased if needed. A registration is required for each attendee/exhibitor.
- Assignment of booth space will be made on a first come, first served basis, but only after payment is received.
- The Conference Committee reserves the right to relocate exhibit areas for the benefit of the exhibitors, the betterment of the association, conference, or for any other reason.

3. Terms

Payments:

- All payments for this conference are due in full by March 15, 2024. PRE-PAYMENT IS REQUIRED. NHEDA will not be responsible for delivery delays or loss.
- No contract will be in force until signed by the exhibitor, deposit received and confirmed by the 2024 Conference Committee.

Cancellation:

- Exhibitor space may be canceled up to March 1, 2024. Refunds of previous payments cannot be made for cancellations after March 1, 2024. In case the exhibition is not held for any reason whatsoever, the rental and lease of space to exhibitor shall be terminated, in which case the claim limit shall be the pro rata amount paid.
- Cancellation refund requests must be made in writing to the Conference Committee.

Payment or Set-Up Failure:

- In the event the exhibitor fails to install their display within the time limit set for the opening of the exhibition, or fails to pay the space rental at the time specified, the Conference Committee shall have the right to take possession of said space and resell same or any part thereof.

4. Exhibit Area

Exhibitors choosing to transact sales of items during the exposition must be in compliance with all local, state and federal regulations and taxation compliance. Neither NHEDA nor the resort hotel will be expected to assist in any transaction nor share any benefits or liabilities related to these transactions. Sales of items will take place only during the published exposition hours. The sale of food or beverages is strictly prohibited.

Installation and Removal of Exhibits:

- All displays must be erected and open for viewing by the date and hour of the official inspection by the Conference Committee. Goods received after the opening of the exhibition must be delivered to the booth at prearranged times and may not conflict with official exhibit hours.
- Removal of all materials from the exhibit hall is the sole responsibility of each exhibitor. The Conference Committee reserves the right, with no liability whatsoever in regards to damage, spoilage, or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property, or merchandise of any exhibitor who has failed to comply with the above requirement, or in order for such work to be done at the sole expense of the exhibitor.

Access:

- At all times, every person, including temporary workers must wear an identifiable and acceptable 2024 NHEDA Conference badge. Individual registrations are required of each attendee/exhibitor.
- No admittance into the exhibit hall will be allowed outside of the designated hours, unless specifically granted by the Conference Exhibits Chairperson. Except when special permission is granted by the Conference Exhibits Chairperson, everyone must vacate the exhibit area within one-half hour after the official closing time of the exhibit.
- In no case will anyone, other than the exhibitor using a space or Conference staff, be permitted to enter a booth space without the permission of the booth exhibitor or Conference staff. Exhibitors violating this rule may be immediately expelled from the remainder of the conference at the sole discretion of the Conference Chair and without refunds.
- Photography by anyone, other than exhibitors taking pictures of their own booths, must be limited to exhibition time frames and taken from the aisle. In no case shall pictures be taken inside another vendor's booth without their permission.

Attendance:

- Exhibiting firms' representative during all times when the exhibition is officially open must staff exhibit space unless otherwise approved by Exhibits Chairperson. The firms' representative is required to wear an exhibitor badge at all times.

Miscellaneous:

- If for any reason the Conference Committee deems it necessary to change the location of the conference/exhibits, NHEDA reserves the right to reassign all booth space, as the Conference Committee deems best.
- Exhibiting firms' signs identifying activities not part of the overall conference or exhibition shall be permitted only within the exhibitor's booth or a location approved for this purpose by the Conference Committee.

7. Liabilities and Insurance:

- Every reasonable precaution will be taken by the Conference Committee to protect property during installation, show period, and removal. Neither NHEDA, nor the Conference Committee will be responsible for or guarantee to the exhibitor the safety of exhibit material or other personal property against fire, accident, theft or loss, or destruction from any cause whatsoever. The exhibitor assumes all responsibility for damage or loss to his/her exhibits and for damage caused by his/her exhibit to the property or rights of other parties, including injury to the Grand Summit Hotel at Attitash
- Small and valuable material is to be packed away at night. If insurance is desired, it is the responsibility of the exhibitor.

- All property of the exhibitor will remain in his/her custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exhibition.
- Exhibitors are advised to carry appropriate liability insurance against the personal injury and property of others.
- The furnishing of any watchmen by the conference is deemed to be a courtesy to the exhibitor and shall not be understood or interpreted by exhibitors as a guarantee against loss or damage to exhibits during this event.

8. Resort area

- The Conference Committee reserves the right to restrict displays which because of noise, methods of operation, or materials, become objectionable, and to prohibit or remove any displays which, in the opinion of the aforementioned, detract from the general character of, or the appearance of, the exhibition.
- Exhibits which include the operation of noise making apparatus must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors and their visitors and must be approved by the Conference Exhibits Chairperson. Demonstrations found to be objectionable because of noise levels, or blocking traffic flow, may be shut down.
- The Conference Committee may require an exhibitor to make changes in its exhibit if, in the Conference Committee's opinion, the exhibit does not conform with prevailing standards of good taste or interferes with the rights of other exhibitors. If a demonstration results in spectators in the aisle or in neighboring booths, the Conference Committee may request modification or elimination of the presentation.
- No exhibitor shall assign, sublet, or share the space without the consent of the Conference Exhibits Chairperson.
- Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the Conference Exhibits Chairperson.
- Exhibiting firms' hospitality suites or other activities that would attract attendees may not be open during any official conference event.
- Solicitations for contributions by exhibitors must be pre-approved.
- Each exhibitor is charged with full knowledge and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety as related to the exhibition facility.

9. Shipping of Booth Materials:

- All boxes sent prior to the conference must be labeled to the attention of the Conference Services Manager, Lisa Woodbury with the recipient's name, group affiliation and event date.
- The address for shipments is as follows: 104 Grand Summit Drive, Bartlett, NH 03812
- Any materials received prior to seven (7) days before arrival will be subject to \$25.00 per item paid to the Attitash Grand Summit.
- Shipments received within seven days of group arrival are subject to a \$5.00 per package per day handling charge paid to the Attitash Grand Summit.
- Neither the Conference Committee nor the Hotel assume any liability for items shipped/received.

10. Variations:

- The Conference Exhibits Chairperson must receive all requests for variations in the NHEDA Exhibition Rules and Regulations in writing at least 30 days prior to the move-in date. No variation of any kind will be permitted without the prior written approval of the Conference Committee. Sketches and/or engineering drawings illustrating the variation should accompany such requests when appropriate.